



SENIOR SPECIAL AGENT,
DEPARTMENT OF CORRECTIONS
Final Filing Date: March 2, 2006

OPEN, NONPROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Selection Services Section
P.O. Box 942883 1515 "S" Street, Room 522-N
Sacramento, CA 94283-0001 Sacramento, CA 95814
(916) 322-2545 (916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS March 2, 2006 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during May/June 2006.

SALARY RANGE(S) As of: January 24, 2006.
\$6,908 - \$8,351

MINIMUM QUALIFICATIONS Education: Education equivalent to completion of two years of college (60 semester units), including not less than 12 semester units in criminal justice administration. (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.); and

Either I
Experience: One year of experience in the California state service performing the duties of a Special Agent, Department of Corrections (Range B).

Or II
Experience: Five years of experience as a peace officer (as defined in the California Penal Code Sections 830.1, 830.2, 830.3, or 830.5) performing increasingly responsible civil, criminal, and/or administrative investigative duties in an investigative assignment in a governmental agency, at least two years of which must have been in a supervisory capacity. Experience in the California state service applied toward this pattern must have been in a class with a level of responsibility equivalent to a Special Agent, Department of Corrections (Range B).

Special Personal Characteristics: No illegal involvement in controlled substances as an adult; willingness to work throughout the State and at unusual hours; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally-included persons and environments in performance of duties; willingness to work under-cover and participate in covert moving, stationary, and aerial surveillance; willingness to utilize a variety of weaponry, including shotguns and tear gas; willingness to pursue violent repeat offenders and affect their arrest; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid driver license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.

Special Physical Characteristics: Freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in these classes.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
1. Purposes, activities, rules, and regulations of the California Department of Corrections and Rehabilitation (formerly the California Department of Corrections)

2. Provisions of the California Penal Code, Evidence Code, and Code of Civil Procedures

3. Major investigative operational plans

4. Criminal and personnel investigation techniques and procedures

5. Interview, information, and intelligence gathering processes and procedures

6. Principles, procedures, and recent trends in corrections and parole work

7. Laws of arrest

8. Individual's constitutional rights including those relating to laws of arrest, proper tactics, and use of force in affecting arrests of suspects

9. Search and seizure and the service of legal process, techniques for securing, preserving, and handling evidence and the rules of evidence, and court procedure

10. Tactical operations

11. Training techniques

12. Officer safety

13. Principles and methods of correctional administration

14. Principles and techniques of personnel management and supervision

15. A supervisor's role in equal employment opportunity (EEO) and the prevention of discrimination and harassment in the workplace

16. Advanced peace officer training techniques and methods

17. Applicable collective bargaining memorandum of understanding and related issues

18. State and Department policies and procedures

19. Disciplinary guidelines and personnel rules
- B. **Ability to:**
1. Gather and prepare evidence

2. Develop techniques, methods, and skills and apply applicable laws required to conduct criminal and personnel investigations

3. Establish and maintain cooperative relations with law enforcement and governmental agencies

4. Prepare and present well organized, accurate, timely, clear, and concise written reports

5. Communicate effectively

6. Analyze situations accurately and take effective action

7. Operate a motor vehicle safely and effectively

8. Plan and conduct investigations, including criminal investigations

9. Use, maintain, and qualify with approved firearms

10. Gather, analyze, and evaluate facts and evidence

11. Plan, direct, and conduct the more difficult and complex criminal and personnel investigations

12. Plan for and allocate resources to achieve program goals and objectives

13. Effectively supervise the work of a group of Special Agents and other law enforcement personnel

14. Initiate and review personnel matters

15. Effectively contribute to establishing EEO in hiring and employee development

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list will be abolished **24** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Senior Special Agent, Department of Corrections (DOC)** as a working supervisor, in the Law Enforcement & Investigations Unit and Office of Internal Affairs (formerly the Office of Investigative Services), coordinates and directs a team of Special Agents, DOC; works closely with other law enforcement agencies to coordinate respective efforts; provides high-level technical assistance and training in investigation and enforcement activities; provides guidance and training to departmental hiring authorities in investigations; conducts the more difficult and complex investigations; aids law enforcement agencies with cases involving individuals under departmental control and/or employment; and does other related work.

Positions exist with the following Department of Corrections and Rehabilitations' offices at the locations indicated below.

LAW ENFORCEMENT & INVESTIGATIONS UNIT
Sacramento, Oakland, Salinas, Rancho Cordova, Fresno, Rancho Cucamonga and San Diego.

OFFICE OF INTERNAL AFFAIRS
Sacramento, Bakersfield, Rancho Cordova and Rancho Cucamonga.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. **If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.**

**SPECIAL
REQUIREMENTS**

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.

In completing the Examination Application, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

- (1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items listed below) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Section Code 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Pursuant to Penal Code Section 6056(b)(1), prior to training any peace officer who is selected to conduct internal affairs investigations, the Department shall conduct a complete and thorough background check. This background check shall be in addition to the original background screening that was conducted when the person was hired as a peace officer. Each person shall satisfactorily pass the second background check. Any person who has been the subject of a sustained, serious disciplinary action, including, but not limited to, termination, suspension, or demotion, shall not pass the background check.

Age Limitation -- minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for Department of Corrections and Rehabilitations' employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Department of Corrections and Rehabilitations’ Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran’s Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS